

RECORDS RETENTION SCHEDULE

08 061

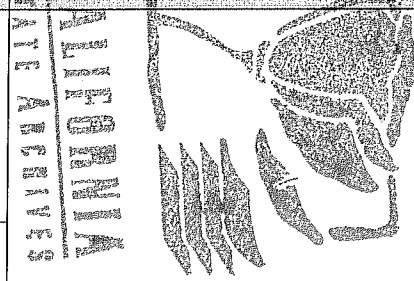
Genstat 28318

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Resources Agency		(2) AGENCY BILLING CODE		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Resources Agency Advisory Committee on Geographic Names		(5) ADDRESS 1416 Ninth Street, Suite 1311, Sacramento, CA 94326-001			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 001	(10) SCHEDULE DATE February 7, 2008	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The purpose of the California Advisory Committee on Geographic Names (CACGN) is to provide recommendations to the U.S. Board on Geographic Names regarding California geographic names for use in federal publications. The Resources Agency, with one voting member each from its Departments of Conservation, Fish and Game, Forestry and Fire Protection, Parks and Recreation, and Water Resources, is the CACGN executive sponsor. This committee has statewide functional responsibility.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>James Spero</i>		(19) TITLE Chairman, CACGN		(20) PHONE NUMBER (916) 324-7185	(21) DATE SIGNED 2/11/2008
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>James Spero</i>		(23) CLASSIFICATION		(24) NAME (Printed or Typed) James Spero	(25) PHONE NUMBER (916) 324-7185
(26) DATE SIGNED 2/11/2008					
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>		(28) APPROVAL NUMBER 08 061		(29) DATE SIGNED 2/22/2008	(30) EXPIRATION DATE 2/22/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>				(34) DATE SIGNED 6/3/08	

FOR ARCHIVES' STAMP



Barbara Wanish - Conservation 916/322-5958

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(35) CalRIM APPROVAL NUMBER											(36) 2 OF 2 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1			Records Management Materials (Std. 70, 72, and 73)	P		current			current		Current until revised, superseded or rescinded.	
2	2	NOTIFY ARCHIVES	CACGN Meeting Agendas and Minutes	P, cd		10 years			10 years		Send to State Archives at change of chairmanship.	
3	2	NOTIFY ARCHIVES	CACGN Correspondence	P, cd		10 years			10 years		Send to State Archives at change of chairmanship.	
4	2	NOTIFY ARCHIVES	CACGN Evidence and Supporting Documents	P, cd		10 years			10 years		Send to State Archives at change of chairmanship.	

* Provide total of office and departmental